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AM-508-2

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Business Cards

SCOPE

Standards and controls for all City business cards are part of the City's Forms Control Program (developed and administered by the Administrative Manual Section of the Department of Finance). These standards and controls are enacted in order to effect maximum monetary savings and to present a unified progressive image for the City.

SPECIFICATIONS

All business cards will be printed using recycled paper in accordance with the following specifications.

Stock:	65% WHITE-LINEN FINISH	PRINTING:	FLAT OFFSET PRINTING (NO ENGRAVING, THERMO-GRAPHIC, OR RAISED FACE PRODUCTION ALLOWED).
INK:	PMS #456 GREEN	LAYOUT:	ONLY THE LAYOUT SHOWN IN AM-508-2-1 WILL BE ALLOWED.
SIZE:	2" X 3 1/2"		
TYPE FACE:	TIMES ROMAN (OR EQUIVALENT)		

WHO MAY HAVE CARDS

Business cards may only be authorized for those employees who have a definite need and legitimate requirement for cards in the performance of their duties. Agency Heads are responsible for determining which employees qualify for cards.

QUANTITY

The quantity of business cards to be printed is limited to a maximum and minimum order of 500 cards per person.

ORDERING CARDS

To order business cards, submit a properly completed BUSINESS CARD LAYOUT (28-1448-

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5098) {AM-508-2-1} and a PURCHASE REQUISITION (28-1448-5123) {AM-301-1-1} to the Bureau of the Budget and Management Research (BBMR). See AM-508-2-1 for details.

Petty cash funds {AM-401-1} or DIRECT PAYMENT ORDERS (D.P.O's) {AM-303-1} may not be used to obtain business cards; such methods of payment will not be honored.

RELATED DOCUMENTS:

AM-301-1	PURCHASING
AM-301-1-1	COMPLETING A REQUISITION
AM-303-1	DIRECT PAYMENT ORDERS
AM-401-1	PETTY CASH FUND
AM-508-1	STATIONERY
AM-508-1-1	ORDERING STATIONERY
AM-508-2-1	ORDERING BUSINESS CARDS